

## Closing a Case ~ Delinquency Proceedings

### Juvenile File is Open

TCS allows courts to close a juvenile case (petition), even though the file status for the juvenile is open. An instance where this procedure should occur is when there are multiple cases (petitions) for a juvenile, and one or more of those cases has been dismissed, therefore not requiring any further action by the court.

The cases that were adjudicated regarding Randy Rodman are an example of this situation. Case #2003 0300053501 DL was adjudicated with a disposition of Admitted Allegations (AAL), and it turned the case status from open (O) to adjudicated (A). However, case # 2003 0300053502 DL was adjudicated with a disposition of Dismissed, and it turned the case status from open (O) to adjudicated (A).

MITTSJ37 UCGJDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
DSFN Work W/Cases for tst 7/18/03  
RODMAN, RANDY, WAYNE 20.00

Next: \_\_\_\_ Case: \_\_\_\_ Court: E 37 13

Type options, press Enter.  
2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events  
F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt

Case	Jur	Pty	Typ	Alt	Pty Filed	S=Sent	W=Warrant	Z=Receipt	Balance
2003 0300053501 DL GKR JUV 1					4/01/2003	A	F 37 13		20.00
RANDY RODMAN									
2003 0300053502 DL GKR JUV 1					4/15/2003	A	F 37 13		.00
RANDY RODMAN									

**Please Note**  
Both cases are at adjudicated (A) status.

The following steps will demonstrate how to change the case status from adjudicated (A) to closed (C).

## Closing a Case ~ Delinquency Proceedings, continued

After creating the event to dismiss this case (please refer to **Chapter 5, Pages 1-7** of the manual), you will need to create an event that will close the case.

From the **Edit Event** screen, enter the event with the category attached that will close this case. The current event is CLOC. Enter the date the case is closed and type any other information on the event screen.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Event 7/18/03

Crt: F 37 13 Bond: Auth: Adju  
Case: 2003 0300053502 DL GKR RANDY RODMAN  
Atty: ALLEN Worker: BURCH CVA ABS  
File: 4/15/2003 Dispose: 5/01/2003 Reopen: Close:

Evt: CLOC Dte: 05012003 Plea: \_\_\_ Dsp: \_\_\_ Pgm/Rslt: \_\_\_ Monetary: \_\_\_  
Pty: JUV 1 Cnt: \_\_\_ Attny: \_\_\_ Jur: \_\_\_ Due Dte: \_\_\_  
Cmt: \_\_\_  
Form: \_\_\_ Register: \_\_\_ Receipt: \_\_\_ Amount: \_\_\_

Legal Status: \_\_\_ Curfew Time: Weekday: \_\_\_ /Weekend: \_\_\_  
Placement: Type: \_\_\_ Custody: N Begin: \_\_\_ End: \_\_\_  
Facility: \_\_\_ Spec Re: \_\_\_ Charge: \_\_\_

Schedule Next Action:  
Next: \_\_\_ Date: \_\_\_ Time: \_\_\_ Ctrm: \_\_\_  
Cmt: \_\_\_

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

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start A B C Novell... Micros... Quark... 1:29 PM

Once you have entered the required information, press **<ENTER>**.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Event 7/18/03

Crt: F 37 13 Bond: Auth: Clos  
Case: 2003 0300053502 DL GKR RANDY RODMAN  
Atty: ALLEN Worker: BURCH CVA ABS  
File: 4/15/2003 Dispose: 5/01/2003 Reopen: Close: 5/01/2003

Evt: \_\_\_ Dte: 7/18/2003 Plea: \_\_\_ Dsp: \_\_\_ Pgm/Rslt: \_\_\_ Monetary: \_\_\_  
Pty: JUV 1 Cnt: \_\_\_ Attny: \_\_\_ Jur: \_\_\_ Due Dte: \_\_\_  
Cmt: \_\_\_  
Form: \_\_\_ Re: \_\_\_ Amount: \_\_\_

Legal Status: \_\_\_ Curfew Time: Weekday: \_\_\_ /Weekend: \_\_\_  
Placement: Type: \_\_\_ Custody: N Begin: \_\_\_ End: \_\_\_  
Facility: \_\_\_ Spec Rate: \_\_\_ Pty: \_\_\_ No Charge: \_\_\_

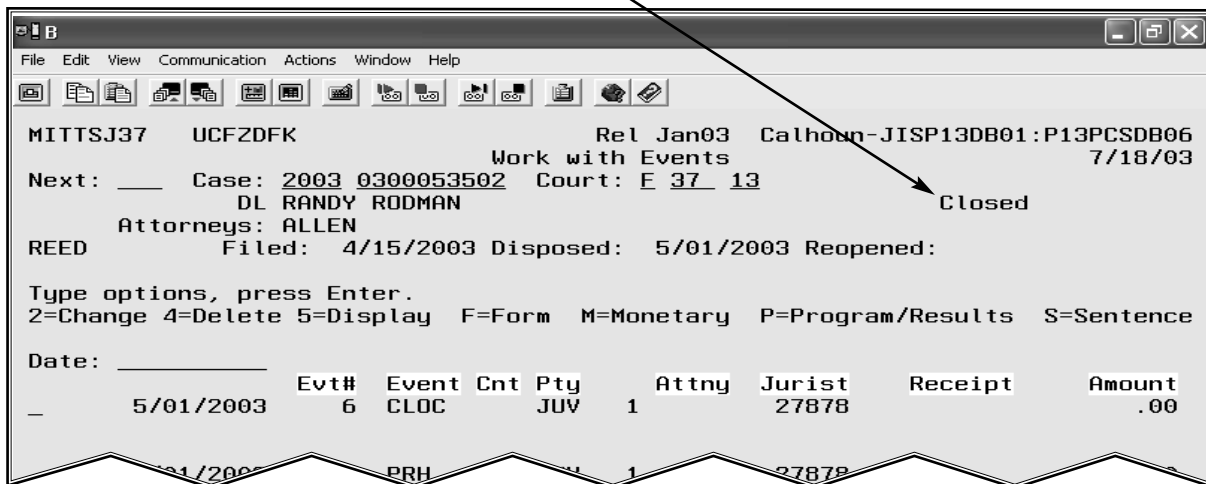
Schedule Next Action:  
N Date: \_\_\_ T P

Please Note: The status has changed from adjudicated to closed.

Connected to remote server/host OSMLANS using port 23 \\SCAO\1N65QLS on Ne03:  
start A B C Novell... Micros... Quark... 1:29 PM

## Closing a Case ~ Delinquency Proceedings, continued

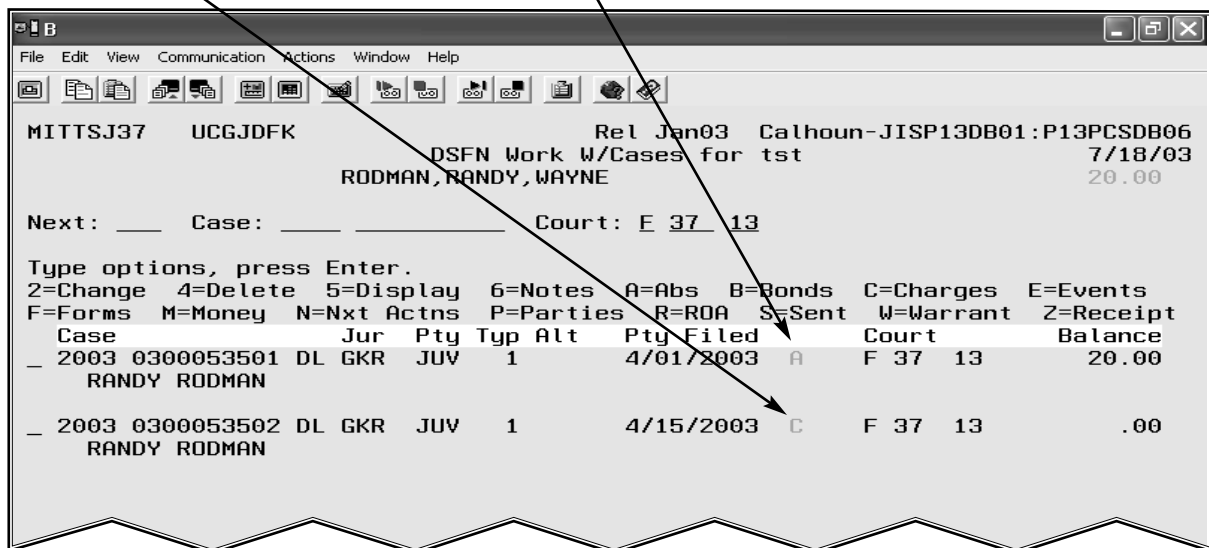
Next, <F3> to exit this screen and return to the **Work with Events** screen. The event has been added and the case status is **"Closed"**.



MITTSJ37 UCFZDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Work with Events 7/18/03  
 Next: \_\_\_ Case: 2003 0300053502 Court: E 37 13  
 DL RANDY RODMAN  
 Attorneys: ALLEN  
 REED Filed: 4/15/2003 Disposed: 5/01/2003 Reopened:  
 Type options, press Enter.  
 2=Change 4=Delete 5=Display F=Form M=Monetary P=Program/Results S=Sentence  
 Date: \_\_\_\_\_

	Date	Evt#	Event	Cnt	Pty	Attny	Jurist	Receipt	Amount
—	5/01/2003	6	CLOC		JUV	1	27878		.00

<F3> again to exit this screen and return to the **Work with Cases for** screen. The case status for the first case is **"Adjudicated" (A)** and the case status for the second case is **"Closed" (C)**.



MITTSJ37 UCGJDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 DSFN Work W/Cases for tst 7/18/03  
 RODMAN, RANDY, WAYNE 20.00  
 Next: \_\_\_ Case: \_\_\_ Court: E 37 13  
 Type options, press Enter.  
 2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events  
 F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt  
 Case Jur Pty Typ Alt Pty Filed Court Balance  
 — 2003 0300053501 DL GKR JUV 1 4/01/2003 A F 37 13 20.00  
 RANDY RODMAN  
 — 2003 0300053502 DL GKR JUV 1 4/15/2003 C F 37 13 .00  
 RANDY RODMAN

## Closing a Case ~ Delinquency Proceedings, continued

Let's create another event for the first case using one of the event add processes described in the manual.

MITTSJ37 UCHRD FK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Work with Names 7/18/03

Next: AEV Case: 2003 0300053501 Court: F 37 13

Type options, press Enter.  
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info  
J=Juvenile M=Money W=Wills Z=Receipts

Name: \_\_\_\_\_

Name	X	R	DOB	SSN	City	Alt
A C FOUNDRY,,					BATTLE CREEK	
A C FOUNDRY,,					BATTLE CREEK	
A C IVY					BATTLE CREEK	
A. C. IVY					BATTLE CREEK	
A. J. PEHRSON, JR.					MARSHALL	
A. D. BONDS					BATTLE CREEK	

8/0

Begin entering the event information; at the **Pty** field select **<F4>** to prompt.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Event 7/18/03

Crt: F 37 13 Bond: SUR SET Auth: 5/01/2003 Adju  
Case: 2003 0300053501 DL GKR RANDY RODMAN  
Atty: ALLEN Worker: BURCH CVA  
File: 4/01/2003 Dispose: 5/01/2003 Reopen: Close:

Evt: ATE Dte: 6/01/2003 Plea: Dsp: Pgm/Rslt: Monetary: \_  
Pty: JUV 1 Cnt: Attny: Jur: J 27878 Due Dte: \_  
Cmt: \_  
Form: Register: Receipt: Amount: \_

Legal Status: Curfew Time: Weekday: /Weekend: \_  
Placement: Type: Custody: N Begin: End: \_  
Facility: Spec Rate: Pty: No Charge: \_

Schedule Next Action: \_

## Closing a Case ~ Delinquency Proceedings, continued

Enter "**C**" for cases and press the <**ENTER**> key.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCW2DFK

Select Parties for Event

Case: 2003 0300053501 DL RANDY RODMAN

Type options, press Enter.  
1=Select 2=Change 5=Display C=Cases D=Dates

Party: \_\_\_\_

Pty		Name	Disp	Attorney	Anniv Dt
C	JUV	1		RODMAN, RANDY, WAYNE	ALLEN, JOHN A
_	NF	1		PETERSON, DARREL,	
_	NM	1		RODMAN, ANNA,	

The status of the first case is adjudicated (**A**), and the status of the second case is closed (**C**).

MITTSJ37 UCPSDFK

Select Cases for Event

Selected Crt: F 37 13

Selected Pty: JUV 1 RODMAN, RANDY, WAYNE

Type options, press Enter.  
1=Select

Case		Sts	Pty
- 2003 0300053501 DL	A	RANDY RODMAN	JUV 1
- 2003 0300053502 DL	C	RANDY RODMAN	JUV 1

CVA ABS

## Closing a Juvenile File ~ Delinquency

There are two different scenarios for closing a juvenile's file.

The first involves a juvenile case when jurisdiction was not taken by the court, the petition was dismissed and juvenile will not be under court supervision.

If you look at the **Work with Juvenile by Name** screen ("J" next to name at **Work with Names**), or

MITTSJ37 UCN8DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD006  
 Work with Juvenile by Name 7/18/03  
 BLISS, TYLER, DOB: 8/04/1987 Age: 15  
 Next: \_\_\_ Case: 2003 0300055301 Court: F 37 13

Type options, press Enter.  
 2=Change 4=Delete 5=Display 6=Notes C=Cases F=Family M=Cost Of Care  
 P=Placements R=ROA S=Summary of Cases

File Number	Crt	File Date	Close Date	Worker
DL 2003 0000000553	F 37 13	2/14/2003		

Custody: N Legal: School:

the **Display Juvenile** screen (**JUV** at Next line, then enter juvenile's name)

MITTSJ37 UCI0D1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD006  
 Display Juvenile 7/18/03  
 Court: F 37 13  
 Name: BLISS, TYLER, ( 3333328 ) DOB: 8/04/1987 ( 15 )  
 File Nbr: 2003 0000000553 Type: DL Increment #: 1 Family Nbr: 47273  
 Worker: FIA Case:

School-Home: Attending: Grade: Microfilm:  
 Ins-Type: Policy: Group #: Expire Date:  
 Ins Service Code: Medicaid ID: Date:

STATUS: Open Date: 2/14/2003 PROGRAM(S):  
 Closed Date:  
 Re-Opened Date: CURFEW: Weekday: /Weekend:

Cmt 1:  
 Cmt 2:  
 Lgl Sts:  
 Custody: NO with: on: Service: Formal  
 Placement Type: Begin Date:  
 End Date:

F3=Exit F10=Name F11=Delete F13=Cmnds F16=Calc

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you will notice that the **"Closed Date"** fields are blank.

## Closing a Juvenile File ~ Delinquency, continued

Follow these steps to close the juvenile's file.

**STEP 1**

From the **Edit Event** screen, enter the event of **CLOC (Close Case)** and press the **<ENTER>** key. The case status will change from adjudicated to closed.

**Please Note:** A CLOC event should be entered for each case that is being closed

### STEP 2

From the **Edit Event** screen, enter the event of **CLJF (Close Juvenile File)** and press the **<ENTER>** key.

**CLJE** Dte: 7/01/2003 Plea: \_\_\_ Dsp: \_\_\_ Pgm/Rslt: \_\_\_ Monetary: \_\_\_  
 Pty: JUV 1 Cnt: \_\_\_ Attny: \_\_\_ Jur: \_\_\_ Due Dte: \_\_\_  
 Cmt: \_\_\_  
 Form: \_\_\_ Register: \_\_\_ Receipt: \_\_\_ Amount: \_\_\_  
 Legal Status: \_\_\_ Curfew Time: Weekday: \_\_\_ /Weekend: \_\_\_  
 Placement: Type: \_\_\_ Custody: N Begin: \_\_\_ End: \_\_\_  
 Facility: \_\_\_ Spec Rate: \_\_\_ Pty: \_\_\_ No Charge: \_\_\_  
 Schedule Next Action: \_\_\_  
 Next: \_\_\_ Date: \_\_\_ Time: \_\_\_ Jur: \_\_\_ Ctrm: \_\_\_  
 Cmt: \_\_\_  
 F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds

## Closing a Juvenile File ~ Delinquency, continued

Now all **Closed Date** fields displays the date the juvenile's file was closed

MITTSJ37 UCN8DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Work with Juvenile by Name 7/18/03  
 BLISS, TYLER, DOB: 8/04/1987 Age: 15  
 Next: \_\_\_ Case: 2003 0300055301 Court: E 37 13

Type options, press Enter.  
 2=Change 4=Delete 5=Display 6=Notes C=Cases F=Family M=Cost Of Care  
 P=Placements R=ROA S=Summary of Cases

File Number	Crt	File Date	Close Date	Worker
DL 2003 0000000553	F 37 13	2/14/2003	7/01/2003	

Custody: N Legal: School:

MITTSJ37 UCGUDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Work with Juveniles 7/18/03

Next: \_\_\_ Case: 2003 0300055301 Court: E 37 13

Type options, press Enter.  
 2=Change 4=Delete 5=Display 6=Notes C=Cases F=Family M=Cost Of Care  
 P=Placements R=ROA S=Summary of Cases

BLISS, TY

Name	File Number	File Date	Close Date
BLISS, TYLER, Age: 15 Cust: N Lgl:	DL 2003 0000000553 Sch:	2/14/2003	7/01/2003
BLODGETT, CHAD, EDWARD	DL 2000 0000013561 6/11/	7/25/1992	10/06/1998

MITTSJ37 UC10D1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Display Juvenile 7/18/03

Court: F 37 13  
 Name: BLISS, TYLER, ( 3333328 ) DOB: 8/04/1987 ( 15 )  
 File Nbr: 2003 0000000553 Type: DL Increment #: 1 Family Nbr: 47273  
 Worker: FIA Case:

School-Home: Attending: Grade: Microfilm:  
 Ins-Type: Policy: Group #: Expire Date:  
 Ins Service Code: Medicaid ID: Date:

STATUS: Open Date: 2/14/2003 PROGRAM(S):  
 Closed Date: 7/01/2003  
 Re-Opened Date: CURFEW: Weekday: /Weekend:

Cmt 1:



## Closing a Juvenile File ~ Delinquency, continued

The second scenario involves a juvenile case when jurisdiction was taken by the court and the juvenile is under court supervision and an Order Terminating Court Jurisdiction has been signed by the Judge.

Follow these steps to close the juvenile's file.

**STEP 1**

From the **Edit Event** screen, enter the event of **CLOC (Close Case)** and press the **<ENTER>** key. The case status will change from adjudicated to closed.

**Please Note:** A CLOC event should be entered for each case that is being closed

### STEP 2

From the **Edit Event** screen, enter the event of **OTJ (Order Terminating Court Jurisdiction)** and press the **<ENTER>** key.

**STEP 2**

From the **Edit Event** screen, enter the event of **OTJ (Order Terminating Court Jurisdiction)** and press the **<ENTER>** key.

## Closing a Juvenile File ~ Delinquency, continued

Again, all **Closed Date** fields displays the date the juvenile's file was closed

MITTSJ37 UCN8DFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Work with Juvenile by Name 7/18/03  
 BLISS, TYLER, DOB: 8/04/1987 Age: 15  
 Next: \_\_\_ Case: 2003 0300055301 Court: E 37 13

Type options, press Enter.  
 2=Change 4=Delete 5=Display 6=Notes C=Cases F=Family M=Cost Of Care  
 P=Placements R=ROA S=Summary of Cases

File Number	Crt	File Date	Close Date	Worker
DL 2003 0000000553	F 37 13	2/14/2003	7/01/2003	
Custody: N		Legal:	School:	

MITTSJ37 UCGUDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Work with Juveniles 7/18/03

Next: \_\_\_ Case: 2003 0300055301 Court: E 37 13

Type options, press Enter.  
 2=Change 4=Delete 5=Display 6=Notes C=Cases F=Family M=Cost Of Care  
 P=Placements R=ROA S=Summary of Cases

BLISS, TY

Name	File Number	File Date	Close Date
BLISS, TYLER, Age: 15 Cust: N Lgl:	DL 2003 0000000553	2/14/2003	7/01/2003
BLDGGETT, CHAD, EDWARD	DL 2000 0000013561	7/25/1992	10/06/1998

MITTSJ37 UCID01K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
 Display Juvenile 7/18/03

Court: F 37 13  
 Name: BLISS, TYLER, ( 3333328 ) DOB: 8/04/1987 ( 15 )  
 File Nbr: 2003 0000000553 Type: DL Increment #: 1 Family Nbr: 47273  
 Worker: FIA Case:

School-Home:	Attending:	Grade:	Microfilm:
Ins-Type:	Policy:	Group #:	Expire Date:
Ins Service Code:	Medicaid ID:	Date:	

STATUS: Open Date: 2/14/2003 PROGRAM(S):  
 Closed Date: 7/01/2003  
 Re-Opened Date: CURFEW: Weekday: /Weekend:

Cmt 1:

## Closing a Case ~ Neglect/Abuse

TCS allows courts to close a juvenile case (petition), even though the file status for the minor is open. An instance where this procedure should occur is when there are multiple children on a case (petitions), and one or more of those children has been dismissed, therefore not requiring any further action by the court.

The case that was adjudicated regarding the Kildea/Mohr minors is an example of this situation. Case #2003 0300063301 NA was adjudicated with a disposition of Found Within the Provisions of the Code (FPC), for minor #1, and changed the case status from open (O) to adjudicated (A). However, minor #2 was adjudicated with a disposition of Dismissed (DIS), and it also changed the case status from open (O) to adjudicated (A).

MITTSJ37 UCGJDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
DSFN Work W/Cases for tst 7/18/03  
MOHR, MICHAEL, ROBERT .00

Next: \_\_\_ Case: \_\_\_ Court: E 37 13

Type options, press Enter.  
2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges E=Events  
F=Forms M=Money N=Nxt Actns P=Parties R=ROA S=Sent W=Warrant Z=Receipt

Case	Jur	Pty	Typ	Alt	Pty Filed	Court	Balance
2003 0300063301 NA GKR JUV		2			3/01/2003 A	F 37 13	.00
KILDEA/MOHR MINORS							

**Please Note**  
Both minors are at adjudicated (A) status.

The following steps will demonstrate how to change the case status from adjudicated (A) to closed (C).

## Closing a Case ~ Neglect/Abuse, continued

After creating the event to dismiss this case (please refer to **Chapter 6, Pages 1-8** of the manual), you will need to create an event that will close the second juvenile's file..

From the **Edit Event** screen, enter the event with the category attached that will close this case. The current event is CLOC. Enter the date the case is closed and type any other information on the event screen.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06  
Edit Event 7/18/03

Crt: F 37 13 Bond: Auth: 6/01/2003 Adju  
Case: 2003 0300063301 NA GKR KILDEA/MOHR MINORS  
Atty: ALLEN Worker: FRYER  
File: 3/01/2003 Dispose: 6/01/2003 Reopen: Close:

Evt: CLJE Dte: 06012003 Plea: Dsp: Pgm/Rslt: Monetary:   
Pty: Cnt: Attny: Jur: Due Dte:   
Cmt:   
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:   
Placement: Type: Custody: N Begin: End:   
Facility: Spec Rat Charge:   
Schedule Next Action:   
Next: Date: Tim Ctrm:   
Cmt:

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds

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Next, <F4> prompt at the **Pty** field and select **JUV 2** and press <ENTER>.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

MITTSJ37 UCP8DFK  
Court: F 37 13 Select Parties for Event (Neglect Cases ONLY)  
Family Name: KILDEA/MOHR MINORS

Type options, press Enter.  
1=Select 2=Change 5=Display

Party: \_ \_

Pty:	Name	Case:
JUV	1 KILDEA, KARI, ANN	2003 0300063301
1 JUV	2 MOHR, MICHAEL, ROBERT	2003 0300063301
NF	1 KILDEA, SCOTT, ALLEN	2003 0300063301
NF	2 MOHR, ROBERT, WILLIAM	2003 0300063301
NM	1 KILDEA, SARA, MARIE,	2003 0300063301